

# IDAHO MANUFACTURED HOUSING BOARD MEETING

Thursday – August 23, 2007 – 1:00 P.M.

Division of Building Safety  
Board Conference Room  
1090 East Watertower Street, Meridian, ID

*NOTE: The following report is not intended to be a verbatim transcript of the discussions at the meeting, but is intended to record the significant features of those discussions.*

The meeting was called to order by Vice Chairman Jerry Inouye at 1:12 p.m. on Thursday, August 23, 2007.

**Board Members Present:**

Jerry Inouye, Vice Chairman  
Todd Ritter  
Brian Tibesar

**Board Members Absent:**

Dan Hathaway

**DBS Staff Members:**

Kelly Pearce, Administrator  
Roger Gabel, Deputy Attorney General  
Jack Rayne, Building Bureau Chief  
Renee Bryant, Administrative Assistant

Steve Keys, Deputy Administrator, Operations  
Eric Fieldstad, Deputy Administrator, Administration  
Melinda Doan, Technical Records Specialist  
Bill Hatch, Public Information Officer

Jack Tibesar was acknowledged for his many years of distinguished service as Chairman of the Manufactured Housing Board.

♦ **Approval of the August 13, 2007 Agenda**

The following items were added to the agenda: Letters from Penny Fletcher, Homeowners Advocate on the Governor's Manufactured Housing Park Advisory Committee and Sylvia Swearingen U.S. Mobile Homes regarding HB100; October/November Continuing Education classes; and vacancy on Board.

**MOTION:** Todd Ritter made a motion to accept the amended agenda. Brian Tibesar seconded. All in favor, motion carried.

♦ **Approval of the August 17, 2007 Board Meeting Minutes**

**MOTION:** Todd Ritter made a motion to approve the August 17, 2007 Board Meeting Minutes. Brian Tibesar seconded. All in favor, motion carried.

♦ **House Bill 100**

House Bill 100 amends, repeals and adds to the existing law relating to the Manufactured Housing program. Jack Rayne addressed all questions and concerns in Sylvia Swearingen and Penny Fletcher's letters.

On behalf of Jack Lyman, Linda Lindholm with the Idaho Manufactured Housing Association distributed a summary of the 2007 legislative bills relating to manufactured housing.

◆ **Election of Officers**

Statute states the Board shall, on the first day of each January or as soon thereafter as practicable, elect a chairman, vice chairman and secretary from among its members, and these officers shall hold office until their successors are elected.

**MOTION:** Brian Tibesar made a motion to nominate Jerry Inouye for Chairman, Todd Ritter for Vice Chairman and Brian Tibesar for Secretary. Todd Ritter seconded. All in favor, motion carried.

◆ **Vacancy on Board**

The Board acknowledged the passing of Art Baltzor. Mr. Baltzor was a wonderful advocate for the citizens of the State.

**ACTION:** On behalf of the Board, the Division will prepare a condolence letter to Mrs. Baltzor.

◆ **Proposed Legislation – Correction of RME Verbiage**

In past legislation, the definition for the Responsible Managing Employee (RME) was changed and inadvertently some participants were excluded. A handout redefining the RME was distributed. The draft language is part of the legislative idea currently filed with DFM.

**MOTION:** Todd Ritter made a motion to accept the changes as written. Brian Tibesar seconded. All in favor, motion carried.

◆ **Review New Licensing Forms**

The Bureau corrected the verbiage in the Manufactured Housing license and bonding forms to reflect the new statute.

◆ **Review New Bureau Procedures – Background Checks and Fingerprinting**

As of July 1st, the Bureau has implemented a new procedure for background checks/fingerprinting for retailers and resale brokers. This procedure is for new and/or expired licensees only. As of this date, the Bureau has received only one request.

◆ **National Manufactured Home Installation Standards**

The final rule for the National Installation Standards and program regulations for manufactured homes should be published after November 2007. The final rule on the Dispute Resolution Program has been published and the Division has addressed the changes in legislation and rules.

◆ **Mobile Home Park Advisory Committee Update**

A report on the Idaho Governor's Manufactured Home Park Advisory Council was distributed. Linda Lindholm, Executive Director of the Idaho Manufactured Housing Association (IMHA), explained the primary role of the committee.

◆ **Installation Video Re-Work**

A one-hour DVD on the proper installations of manufactured homes in Idaho was created last year. With the interest of other states, a second non-state specific DVD was produced. As part of the yearly Continuing Education, all attendees will be given a DVD.

◆ **Financial Report**

Eric Fieldstad reviewed the 2007 End-of-Year Financial report. The rent was prepaid for FY '08.

The Division's FY '08 Strategic Plan, an annual requirement from the Governor's office, was distributed to the Board.

**MOTION:** Brian Tibesar made a motion to accept the financial report as presented. Todd Ritter seconded. All in favor, motion carried.

◆ **CAS Presentation**

CAS (Customer Access System) is a fully automated computer system for the agency. After a stringent evaluation process, a bid has been awarded to a San Diego, California based company. It is anticipated the system will be on-line between the first to middle of 2008.

◆ **Administrator's Report**

Bill Hatch was introduced as the Division's new Public Information Officer. Mr. Hatch is currently preparing a presentation for the Governor's Cabinet meeting, a Logging Safety Public Service Announcement and the reactivation of the Division's newsletter.

The Board Conference Room will be reconfigured with a U-shape table, creating better viewing/access for the board and audience.

The summer hours for the Meridian office are 7:30 to 5:30. Many field inspectors are working four ten-hour shifts. The agency is becoming "green" conscious; purchasing hybrid vehicles.

The Division has created a Plan Review Unit; moving all plan review staff to one central location of the building. Responses from each Bureau to plans submitted to the Division for review will now be consolidated into a single Division plan review. In the past each Bureau conducted and submitted its own separate plan review.

◆ **Continued Education Classes**

The yearly Manufactured Housing Continuing Education classes have been scheduled throughout the State for October and November. The majority of items discussed at this meeting will be addressed in the classes.

◆ **Set Future Meeting Dates**

In order to coincide with the IMHA's next meeting; the Manufactured Housing Board will convene on Thursday, November 15, 2007, 1:00 to 4:00 p.m. at the Division's Meridian office.

**MOTION:** Todd Ritter made a motion to adjourn the meeting. Brian Tibesar seconded. All in favor, motion carried.

The meeting adjourned at 3:47 p.m.

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JERRY INOUE, CHAIRMAN  
MANUFACTURED HOUSING BOARD

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C. KELLY PEARCE, ADMINISTRATOR  
DIVISION OF BUILDING SAFETY

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DATE

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DATE